

**Nasonville Fire District
2577 Victory Highway
Nasonville, Rhode Island 02830**

December 9, 2014

1. Call to Order:

Chairperson Janet Raymond called the operating committee meeting to order at 6:25 PM.

Members present: Board Members: Janet Raymond (Chair), Gerry Lapierre, Bettie Hatzell, Bob Allard, Paul Wright and Jenn Zuba (8:15 PM). Other district members: Christine Chretien (District Clerk), Ron Lapierre (Treasurer), Michael Gingell (Interim Chief). Other: Attorney Jeff Kasle.

Opening Statement

To the best of our ability we are conducting this meeting in a truthful and proper manner for the residents of the Nasonville Fire District.

2. For the good and welfare of the district.

- Janet Raymond informed the committee that a meeting was held on December 8, 2014 with the boards and fire chiefs of the neighboring districts regarding volunteerism and what can be done to help each district. The overall opinion was that the meeting was productive. At some point, the decision will be made to send two members from each district board along with the chief to attend the next meeting. After that, a taxpayer from the district may be asked to attend. Chief Gingell also thought the workshop was productive and felt it may have enlightened some of the members of the other boards as to how other districts operate and opened up some communication.

9. Old Business

g. Executive Session – RI General Law 42-46-5 (a) (1)-(10)

Motion made by Bettie Hatzell to go into Executive Session regarding Labor Negotiations. Motion was seconded by Bob Allard. All were in favor and the motion passed. Executive Session began at 6:38 PM and ended at 7:14 PM. No vote was taken. A motion was made by Bettie Hatzell to seal the minutes. Motion was seconded by Bob Allard. All were in favor and the motion passed.

General meeting resumed at 7:16 PM.

3. Receive Tax Collector's Report

Tax collections for November were \$13,370.17. Redemption activity totaling \$2,492.45 for a Net Activity for the month of \$10,877.72. Two deposits have been made in the month of December totaling \$35,795.45 resulting in Net Collections YTD of \$50,420.70. John Mainville will be at the station on December 13th and two other times in December and five times in January for collections. He will post the dates at the station. He said all the bills were out and did note that many taxpayer's bills ranged from \$700 - \$900. This is due to the value of the property assessed by the Town. Bob Allard made a motion to accept the Tax Collector's Report and the motion was seconded by Paul Wright. All members approved the motion and the motion was passed.

4. Receive Chief's Report

Chief reviewed report and emailed a copy to the clerk.

Nasonville Fire District
2577 Victory Highway
Nasonville, RI 02830
(401)568-5020

MONTHLY REPORT...NOVEMBER, 2014

FIRE RELATED...21

TOTAL ALARMS FOR THE MONTH...55

RESCUES...33

TOTAL ALARMS FOR YEAR...637

FALSE ALARMS...1 Box 300 Nasonville Fire Station system malfunction

MUTUAL-AID RECEIVED FOR RESCUES...8 *Oakland/Mapleville..8x

MUTUAL-AID RECEIVED FOR FIRES...3 *Oakland/Mapleville..2x
 Harrisville..1x

MUTUAL-AID GIVEN FOR RESCUES...25 *Oakland/Mapleville..25x

MUTUAL-AID GIVEN FOR FIRES...16 *Oakland/Mapleville..9x,
 Harrisville..1x, Pascoag..6x

REMARKS

*Note this report reflects the standing mutual responses between the Oakland/Mapleville Fire District and the Nasonville Fire District.

1. Ongoing updates related to ebola situations and EMS related protocols.
2. Ongoing registration for 2015 EMT recertification.
3. E-32 took 3rd place in Downtown Pascoag Christmas Parade. Congratulations to everyone who decorated E-32 for the parade.
4. Joseph Bourquin Nasonville Fire District EMT/Firefighter received letter for a job well done. (see enclosed letter).
5. Recommend 24' ladder decommissioned from E-31 be awarded to Antique Fire Truck Member with approval of District Legal Counsel.
6. Old/reserve portable electric generator no longer serviceable, recommend purchase of another.

Respectfully Submitted,

Michael E Gingell, Interim Fire Chief

Bettie Hatzell made a motion to accept the Chief's Report and was seconded by Paul Wright. All members approved the motion and the motion was passed.

- Chief elaborated on item #6 in the Remarks section of the Chief's report. He recommended that the committee approve the donation. Bettie Hatzell made a motion to donate the ladder and Paul Wright seconded the motion. All were in favor and the motion passed. Chairperson will discuss with legal counsel to make sure there are no liability issues and report back to committee at next monthly meeting.
- Gerry Lapierre, Clerk of the Works, will research and provide information about a 5KW generator at the next monthly meeting based on item #6 in the Remarks section of the Chief's report.
- Chief informed the committee that a grant workshop regarding recruitment/retention will be held in Bristol on April 11th and 12th.
- Chief mentioned that Molly Pariseau passed the course she was taking and praised the commitment it took on her part due to the class being held in Westerly. OMFD will be hosting the next class and the cost will be in the \$175 - \$350 range, depending on the number of participants. Chief discussed the difficulty some participants may have in coming up with the funds to pay for the class and looked to the committee for direction. Suggestion was made the District pay for the course and that a document be signed by the participant stating that the course will be successfully completed or the District will be reimbursed by the participant. Bettie Hatzell made a motion to have the District pay for the course and have the participant sign a statement regarding reimbursement to the District. Motion was seconded by Gerry Lapierre. All members approved the motion and the motion was passed.
- Chief discussed survey received from Ken Block regarding information regarding the Fire District and mentioned that the local chiefs would be getting together to discuss on December 18th. Chairperson noted that the questionnaire had been discussed with legal counsel and was advised that it should be completed.
- Chief let the committee know that he received an email from Kris Keeble on December 8th to let him know that he would no longer be providing computer support services for the District.
- Chief provided an update regarding the new trainees and the goal to have orientation complete by January 1, 2015.

5. Receive Fire Marshal Report

The Fire Marshal submitted reports for the month of October 2014 and November 2014.

To: Chief Michael E. Gingell

November 7, 2014

From: Norman D. Mainville, RI ADSFM

Re: Fire Marshal Report for the Month of October, 2014

During the month of October, 2014 there was (1) residential smoke/CO inspection(s) conducted for a total of one (1) residential title change(s) within the fire district. I have received one (1) plan review request, pending a meeting with the builder.

Compton Products is still being monitored closely and will most likely be referred back to the State Fire Marshal's office to begin prosecuting. He has been avoiding the deadlines and the said requirements set forth in the judgment by the RI Fire Safety Board. I have attempted to contact Scott Caron, Chief of Inspections, with no response. I have reached out to networking marshals and have received some assistance as to the direction to take (in particular, Fire Marshal Brian Gartland from the North Smithfield Fire Dept.)

The town liquor license questionnaires were completed and returned to the town clerk's office. During review, it was noted that Monty's Diner was not included in the questionnaires. It has been received and I am still waiting to hear back from the owner of the restaurant in regards to conducting an inspection. The original inspection was unable to be conducted due to time constraints on the owner's schedule. He was going to call to reschedule and still has not done so.

Inspection reports were completed for both Uncle Ronnie's Restaurant and the Country View Golf Course. I have met with representatives from both establishments in regards to the deficiencies and/or violations found. Uncle Ronnie's does have "pressing matters" and I will be making a point to re-inspect in a timely manner.

As you are well aware, October is Fire Prevention month and we were able to assist Harrisville Fire Department with various fire prevention programs at the local elementary schools.

During the month, you asked that I check into a fire extinguisher issue found during the Wright's Farm Restaurant detail inspection. During this investigation, it was found that the restaurant did have a small gas-fed fire on a Fry-o-lator in the upper kitchen. The fire extinguisher was used to extinguish the fire along with shutting off the gas feed into the appliance. According to the management, the on-duty detail person was aware and responded. I was not aware of a fire until this was checked into. This may be an area that needs to be evaluated, regarding notification and documentation of events that do not have fire apparatus responding. I do have some suggestions and would be happy to discuss these with you at your convenience.

I have made contact with management from the Western Hotel in regards to an inspection needed. A date for this inspection is pending (from this office).

An inspection was done at 165 Douglas Pike (aka Colonial Kennels), this office has not been in this building for several years. Deficiencies were found and a plan was developed to begin corrections. Report is pending.

On October 15, 2014, the fire department was dispatched to the area of 1660 Douglas Pike for a reported car fire. Cause is undetermined with a fire loss of \$2,050.00 (total loss).

I am continuing to receive complaints in regards to the burning practices at 1160 Mt. Pleasant Road. I have spoken to the complainant and advised him to call 911 when he feels there is an issue due to the inconsistency of this practice.

This month 11 EMS reports were created to include: 7 ALS Transports; 4 BLS Transports; 0 Refusals; 0 No Treatment Required. This data is collected off of the EMS software. Reports were submitted to the billing company on two (2) different occasions this month.

As always, I remain ever available for any questions or concerns you may have.

Respectfully Submitted,

Norman D. Mainville

RI Assistant Deputy State Fire Marshal

Attachments: October Event Log

Norman Mainville

October 2014 Report

DATE:

EVENT:

10/2/2014	Initiate Month end report for September
10/7/2014	Complete September month end report
10/8/2014	Complete inspection reports for 2692 Victory Hwy (x's2)
10/10/2014	Assist with fire prevention at the Austin T. Levy School
10/10/2014	Assist with fire prevention at the Steere Farm Elementary School
10/10/2014	Inspection reports delivered to 2692 Victory Hwy and 49 Club Lane
10/14/2014	Liquor license questionnaires submitted to the town. Monty's Diner was missing from the original request. Still waiting to hear from owner to inspect prior to endorsing the document.
10/14/2014	Investigate a fire extinguisher discharged at Wright's Farm Restaurant – refer to narrative.
10/14/2014	Completed annual inspection report for 49 Club Lane and delivered.
10/14/2014	Follow-up at Western Hotel/Restaurant in regards to progress – inspection date needed, TBA
10/15/2014	Annual inspection @ 165 Douglas Pike (Colonial Kennels) – First inspection in several years.
10/15/2014	QA/QI RI EMS State Run reports – submitted to billing company.
10/15/2014	Investigate car fire – Undetermined due to excessive damage – Estimated loss - \$
10/16/2014	Attempt to conduct follow-up inspection at 2692 Victory Hwy (Uncle Ronnie's) – NO SHOW
10/21/2014	Continue work on various inspection reports.
10/22/2014	Received a complaint on Compton Products – Smell of plastic being burned.
10/23/2014	Smoke/CO Inspection 340 Colwell Rd - Passed
10/28/2014	Completed fire report for the car fire on 10/15/2014
10/28/2014	Attempted to contact Chief Inspector at RI Fire Marshal's office in regards to Compton Products – 1 st attempt
10/31/2014	Attempted to contact Chief Inspector at RI Fire Marshal's office in regards to Compton Products – 2 nd attempt
10/31/2014	Plan review for 344 Iron Mine Rd received and reviewed – questions pending – appointment set
10/31/2014	QA/QI EMS reports – submitted to billing company

Issues Pending for November

Follow-up inspection at 810 Douglas Pike – Western Hotel
Monitor progress at 1160 Mt. Pleasant Rd (Compton Products)
Inspection report for FA Final at 35 Dion Drive
Post Occupant capacity sign at Wright's Farm Restaurant

A motion to accept the Fire Marshal's October Report was made by Bettie Hatzell and seconded by Bob Allard. All members approved the motion and the motion was passed.

To: Chief Michael E. Gingell

December 9, 2014

From: Norman D. Mainville, RI ADSFM

Re: Fire Marshal Report for the Month of November, 2014

During the month of November, 2014 there were six (6) residential smoke/CO inspection(s) conducted for a total of five (5) residential title change(s) within the fire district. There were five (5) Certificate of Occupancy inspections conducted for a total of three residential occupancies completed. Also, there was a meeting scheduled with a general contractor regarding an addition to a residential property located at 344 Iron Mine Rd – the contractor was a no show for this meeting. Plans were held until a meeting could be established.

In regards to Compton Products, 1160 Mt Pleasant Rd, I have met with the owner of the building and we are still meeting resistance in regards to compliance. I have contacted Marshal Michael Sweeney from the RI Fire Marshal's office to initiate prosecution. Due to an apparent work load on behalf of Marshal Sweeney, we have yet to meet but can assure you that this will be worked on aggressively. During a meeting, the owner of the property proposed demolishing a portion of the building in order to bring the building under the square footage that a fire alarm system would require. I see this as a stalling mechanism and also that this was not in the original plan or judgment set forth by the RI Fire Safety Board of Appeal and Review. I did consult with Mr. Burlingame from that board (Executive Board Member) and he advised to contact Marshal Sweeney to assist with this enforcement, so done. An inspection was conducted on the property, no progress has been made (although the owner attempted several times to disagree with these findings). The building official has been briefed as to the situation with this property and has not accessed the property since September.

One final item in regards to this property mentioned above, an independent electrical contractor did contact me prior to the owner's discussion regarding demolition of some of the building. I explained to the contractor the requirements needed and he felt the owner was confused as the system required. Discussion ensued in regards to this issue. I feel that once the owner found out the cost estimate to get a fire alarm system installed, he felt it would be cheaper to demo the building.

The town clerk's office called in regards to liquor license questionnaires for Monty's Diner. I have made entry into the building to review "quickly" that the building is safe. However, this was done without the owner's consent (consent was given by the workers to gain access). An inspection is still needed but I did not foresee a reason not to endorse the document this year with a condition documented that this will be the last year I will endorse the document without an official inspection. The town clerk is aware of the situation.

I apologize for not having the October report submitted to you prior to the October monthly meeting as I was not aware there was a change in date of the meeting. A copy of the October report has been attached to this document.

This month 11 EMS reports were created to include: 6 ALS Transports; 3 BLS Transports; 2 Refusals; 0 No Treatment Required. This data is collected off of the EMS software. Reports were submitted to the billing company on two (2) different occasions this month.

As always, I remain ever available for any questions or concerns you may have.

Respectfully Submitted,

Norman D. Mainville

RI Assistant Deputy State Fire Marshal

Attachments: November Event Log

Norman Mainville
November 2014 Report

DATE:

EVENT:

11/3/2014	EMS reports forwarded to billing
11/5 – 11/9	Chief out of town, primary OIC/contact for duration
11/5/2014	Smoke/CO Inspection – 370 Barnes Rd - Passed
11/5/2014	Smoke/CO Inspection – 300 Buxton St - Passed
11/5/2014	Plan review meeting regarding 344 Iron Mine Rd – contractor was a no-show.
11/5/2014	Serve inspection notice to 1160 Mt. Pleasant Rd (Compton Products)
11/7/2014	Consult with electrician preparing to conduct work at Compton Products (see narrative)
11/7/2014	October month end report initiated.
11/13/2014	Inspection 1160 Mt. Pleasant Rd – Compton Products – (refer to narrative)
11/13/2014	Smoke/CO Inspection – 401 Smith Hill Rd - Passed
11/14/2014	Smoke/CO Inspection – 1830 Douglas Pike - Passed
11/14/2014	Meeting with Town Clerk’s Office in regards to Monty’s Diner – (refer to narrative)
11/14/2014	Meet with Building Official regarding Compton Products as to the progress or rather lack of progress.
11/19/2014	Consult Mike Sweeney – State Fire Marshal’s office in regards to Compton Products – Assistance will be received from that office
11/21/2014	Smoke/CO Inspection – 80 Old Nasonville Rd - Failed
11/21/2014	Final C of O inspection – 9 Braided Brook Rd - Failed
11/21/2014	Meet with building owner in regards to the recent request to demolish building – request denied – fire alarm system is required
11/24/2014	Final C of O inspection – 9 Braided Brook Rd - Passed
11/24/2014	Smoke/CO Inspection – 80 Old Nasonville Rd - Passed
11/24/2014	Final C of O inspection – 550 Douglas Pike - Passed
11/24/2014	Final C of O inspection – 1746 Tarkiln Rd - Failed
11/25/2014	Final C of O inspection – 1746 Tarkiln Rd - Passed
11/25/2014	EMS reports forwarded for billing

Action Items Pending for December

Follow-up inspection at 810 Douglas Pike – Western Hotel

Monitor progress at 1160 Mt. Pleasant Rd (Compton Products)

Inspection report for FA Final at 35 Dion Drive

Post Occupant capacity sign at Wright’s Farm Restaurant

A motion to accept the Fire Marshal’s November Report was made by Bob Allard and seconded by Bettie Hatzell. All members approved the motion and the motion was passed.

6. Approve minutes from the previous month's meeting

The minutes from the November monthly district meeting were submitted for review. A motion to accept these minutes was made by Bettie Hatzell and seconded by Bob Allard. All members approved the motion and the motion was passed.

7. Consider, review, and approve Bills & Receipts

There were no questions regarding the monthly bills. A motion was made by Bob Allard to approve and pay the bills. Motion was seconded by Jenn Zuba. All members approved the motion and the motion was passed.

8. Receive the Treasurer's Report

Account Balance Sheet as of November 30, 2014
"NFD Budget Report for period 10-1-2014 to 9-30-2015"
Income FY 2015: Actual Income YTD:

	NFD Budget Report	
INCOME		
	3rd Party Billing	\$15,887
	Interest Income	\$71
	Paid Detail (Fire Watch Detail)	\$6,188
	Tax Collection	\$9,127
	Total Income	\$31,273
EXPENSE		
	Total Building Expenses	\$432
	Total Firefighting Expense	\$696
	Total Operating Expense	\$16,316
	Total Paid Coverage	\$29,992
	Total Rescue Expense	\$1,284
	Total Utilities	\$525
	Total Vehicle	\$3,597
	Total Expenses	\$52,842
	Overall Total	\$-21,569
ASSETS		
	Cash & Bank Accounts	
	BOA Business Economy Chk 2230	\$3,284.92
	Navigant 2002-00 Savings	\$8,043.26
	Navigant 2010-01 Checking	\$11,302.93
	Navigant 2028-02 3rd Party	\$4,584.51
	Navigant 595132-02	\$62,702.86
	Total Cash & Bank Accts	\$89,918.48
	Other Assets	
	District Station Assets	\$988,900.00
	Rescue 3rd party A/R	\$9,787.23
	Taxes in Arrears Prior Years	\$17,234.32
	Total Other Assets	\$1,015,921.55
	Total Assets	\$1,105,840.03

	Liabilities	\$0.00
	Overall Total	\$1,105,840.03

Ron Lapierre mentioned the following:

- 75th Anniversary party is coming up and tickets will be on sale starting December 11th
- Payroll hours were in line for the month
- In process of getting quotes for IT computer services

There were no questions regarding the monthly reports. Bettie Hatzell made a motion to approve the Treasurer's Report and table the IT computer service contract until the next monthly meeting. Paul Wright seconded the motion. All members approved the motion and the motion was passed.

9. Old Business

- Third Party Billing – Janet Raymond. Janet reported it was a slow month. Total charges for the month were \$20,754.60 and total payments were \$1,453.76.
- Hiring Committee Update - Gerry Lapierre. Gerry reported that 2 of the 6 candidates had dropped out but there were 3 others interested and he was just waiting for additional information. Discussion regarding chief's position will be held on Monday, December 15th with the two taxpayers from the district that volunteered at the annual meeting.
- Bid for Third Party Receivables – tabled until the next monthly meeting.
- Receive Fire Marshal's Report for October 2014 – covered under item number five (5).
- Direct Energy Contract – now referred to as Continental Energy, per Janet Raymond. District has now signed on with this company.
- Social Media Policy – committee reviewed policy. Jenn Zuba made a motion to accept and implement the Social Media Policy. Gerry Lapierre seconded the motion. All members approved the motion and the motion was passed.

10. New Business

There was no new business to discuss. The report from the Clerk of the Works was omitted from the agenda in error. It will be added to the agenda for the next monthly meeting.

11. Adjournment

There being no further business, Bettie Hatzell made a motion to adjourn at 9:28 PM and Jenn Zuba seconded the motion. All members approved the motion and the motion was passed.

Respectfully Submitted,

Christine A. Chretien
District Clerk

